



SOLICITATION ADDENDUM

Solicitation Number: RFP 16-19 Addendum #2 Page 1 of 4

Solicitation Due Date: **MARCH 10, 2016 2:00 p.m.** (Local Time)

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-28XX

RFP 16-19

PEOPLESOFT REPLACEMENT CONSULTANT

As a result of the pre-offer conference conducted on February 18, 2016, the following revisions have been made to Request for Proposals No. 16-19:

1. **CHANGE** –

1.1 DUE DATE - The new due date for this solicitation is March 10, 2016 2:00 p.m. (Local Time)

1.2 **SECTION 1.3.1** –

Change from: Perform Project Management using the City's existing templates for the following documents;

Change to: Perform Project Management to incorporate the following documents:

SECTION 1.3.1.1. – Project Risk Analysis of potential ERP solutions;

(Word format that identifies potential project risks)

SECTION 1.3.1.2. – Project Status Report;

(Word format that identifies status of key milestones)


SECTION 1.3.1.3. – Project Schedule;

(MS/Project or Excel format that identifies project timeline, resources, and tasks of project)

ADD:


1. SECTION 1.2.7 – PREFERRED TIMELINE

March 2016	RFP 16-19 Responses Due
April 2016	RFP 16-19 Consultant Awarded
June 2016	Project Kickoff
August 2016	Requirements completed for new ERP system
September 2016	Begin requirements gathering for HR/Payroll
October 2016	Final RFP for new ERP system published
February 2017	Vendor(s) Awarded for new ERP system
July 2017	New ERP system contract(s) completed
July 2018	New ERP system "go live"

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	Solicitation Number: RFP 16-19	Addendum #2	Page 2 of 4	
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QUESTIONS:

1. Please identify the City's Executive Sponsor for this initiative.
Answer: This is not applicable at this time, it is an approved project.
2. Please identify the City's Project Manager (or Project Coordinator) for this initiative.
Answer: This person has not been identified at this time.
3. Please identify the City's project team for this initiative.
Answer: The project team has not been fully identified at this time, but it will be made of multiple departments (Finance, HR, Budget, IT, Accounting, purchasing, and others)
4. Please identify the City's Steering Committee for this initiative.
Answer: This will be identified after award.
5. Will both the project team and Steering Committee be the vendor proposal evaluators (including the evaluation of interviews)?
Answer: The City will not provide a response to this other than there is cross departmental representation.
6. Does City suggest that only follow-up interviews will be conducted with selected solution vendors?
Answer: No, the City may conduct interviews throughout the evaluation process.
7. Does that mean the City does not intend to conduct solution demonstrations?
Answer: This is at the option of the City.
8. Please identify the City's understanding of the difference between an Organization Change Management Plan and a 'Knowledge Transfer Plan'.
Answer:
 - Organization Change Management plan
 - Keep City department heads and key City staff informed of changes (high level) as a result of the new technologies. For example, did the City buy one or multiple ERP solutions and why. This information sharing needs to occur on a regular basis, describing the changes, why it's being made, and the impact on department's work.
 - Knowledge Transfer Plan
 - Upon the selection of new product(s), City department heads and staff should be given an overview of what to expect, including how a variety of positions will complete their work as well as line staff and management staff and query the systems.
 - As the City configuration is put in place and some current data is entered/imported into a new system(s), training can begin.

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	Solicitation Number: RFP 16-19	Addendum #2	Page 3 of 4	
	Solicitation Due Date: MARCH 10, 2016 2:00 p.m. (Local Time)			

9. Please identify the City's understanding of the difference between a 'Training Plan' and a 'Knowledge Transfer Plan'.

Answer:

- Training plan – The vendor(s) should provide training to City staff who interacting with the new the system(s). Based on our experience with PeopleSoft, we group City staff into the following categories.
- The Configurators – this group is responsible of implementing changes in the system(s). For example:
 - configuring a new type of leave plan resulting from a union agreement
 - new pay rates
 - new overtime calculation rates.
 - establish and maintain electronic workflow
- The Central Office– this group work in departments that affect City staff and/or City functions. Departments such as Human Resources, Payroll, or Accounts Payable. For example:
 - How to hire new staff
 - Calculate payroll
 - Issue 1099s to vendors.
- The Department– this group consists of City departments such as Water Services, Parks and Recs, or Police. This group, for example, needs to know how to :
 - Complete a Personal Action form
 - Complete a requisition
 - Complete a budget transfer
- The Senior Management – this group consist of Department heads and their deputies as well as the City's Senior Management staff. This group needs to know how to :
 - Execute and retrieve management reports
 - Use "What-If" reporting mechanism.

Training materials need to be available 24/7 and be available in video as well as hard copy.

- Knowledge Transfer Plan – See #8.

10. Please identify the City understanding of the difference between the 'Business Requirements Statement' and the 'Solution Requirements Statement'.

Answer:

- ERP Business Requirements Statement (for RFP)
 - Identifies the City's requirements for the different areas that we do business in.
- ERP Solution Requirements Evaluation Matrix (for RFP)
 - To evaluate all bidders consistently and impartially, we want the City's requirements presented in a matrix. When reviewing vendor solutions, we can identify how and if the City's needs are met.



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11. Please provide the City's overall budget for the new ERP solution. Does this budget include this solicitation?

Answer: The City will not provide a response to this at this time.

12. Is this solicitation funded?

Answer: This solicitation is funded.

13. Is a contractor assisting with this solicitation? If yes please identify the contractor.

Answer: There is no contractor assisting with this solicitation.

COMPANY NAME: _____

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____